

## Closing Out 4<sup>th</sup>-8<sup>th</sup> ELA, Math, and Science SLTs in 2016-2017

The Louisiana Department of Education (LDOE) will not release 4<sup>th</sup>-8<sup>th</sup> grade ELA, Math, and Science LEAP scores until this summer. Without that data, teachers who used this assessment for SLTs are unable to report SLT results in CIS, and consequently, their evaluations cannot be completed by Monday, May 29. Please review the directions below regarding how Compass evaluations will be finalized for these teachers.

### Action to be taken prior to Monday, May 29:

1. All **other** SLTs must be rated.

SLTs can be rated ONLY after the employee has reported SLT results. Evaluators should review and verify accuracy of the **Exclusion Form** and **assessment data** prior to rating SLTs.

2. For **each** ELA, Math, and Science LEAP SLT accepted in CIS, a signed copy of the **Exclusion Form** (with the student roster attached) must be submitted to your Compass contact with final evaluation documents.

***Evaluators should ensure that the Exclusion Form is complete and that the roster printout can be read.***

\*A copy of this form with the attached roster should be filed at the school for use in reporting results once LEAP scores are released.

3. An **Incomplete Compass Evaluation Form** (attached) must be completed and turned in to your Compass contact with all final evaluation documents.

### Action to be taken in July 2017 (once scores are available):

*\*NOTE: Evaluator action is REQUIRED during this time period.*

1. When LEAP scores are received evaluators will enter 4<sup>th</sup>-8<sup>th</sup> grade ELA, Math, and Science teachers' SLT results in CIS and assign a rating based on those results.

A. Evaluators will use the teacher's roster from the Exclusion from Results Form to determine which students should be included in the results for the SLT.

B. The evaluator will count the number of students from the roster who scored in each proficiency level on LEAP and calculate the percentage of students who scored Basic and above or Mastery and above (depending on which SLT was set).

C. The evaluator will use the Report Results On tab to enter the SLT results. The following comment should be entered by the evaluator:

"These results were reported by (NAME) with permission from the teacher provided on the Incomplete Compass Evaluation Form."

D. The evaluator will use the Rate tab to assign a rating for the SLT based on the results reported.

2. Once all SLTs have been rated, evaluators will complete teachers' final Compass evaluations in CIS.

3. The principal will notify the teachers via email once this process has been completed.

OPTIONAL: The teacher may acknowledge his/her final evaluation rating in CIS once it has been completed.

If a teacher wants to comment on the Final Evaluation, he/she may do so using the Acknowledge tab in CIS.

## Incomplete Compass Evaluation Form

Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade(s): \_\_\_\_\_

I understand that my 2016-2017 Compass Evaluation is not complete at this time, due to the late release of the ELA, Math, and Science State Testing data. Once that testing data is made available, my evaluator will enter results and a rating for SLT(s) \_\_\_\_\_ and my student growth score will be calculated.

I understand that I will be notified via my JPPSS email address upon the completion of my evaluation in CIS, unless otherwise indicated below. At that time, I will be able to view all evaluation information via the Compass Information System. I can use the Acknowledge tab in CIS to enter any comments that I have regarding my final evaluation. The grievance procedure for my evaluation will begin once my Final Compass Evaluation for 2016-2017 has been completed in CIS.

I have attached to this form:

- 1) Completed and signed Exclusion from Results Report with student roster attached for my ELA, math and/or science class(es)\*
- 2) Signed Grievance Notification Form

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Alternate email address (if continued employment w/JPPSS is not anticipated)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Principal's Signature (if other than evaluator)

\*NOTE: If the attached Exclusion from Results Report is either incomplete or illegible, results for all students listed on the Infinite Campus roster will be reported.

By initialing here, I am indicating that I would like to meet with my evaluator (or principal) to report the results on my SLT(s) in CIS once LEAP scores are available. My evaluator (or principal) will contact me via email once scores are released (anticipated in July) to schedule this appointment. I understand that if I am unable to report my results prior to July 31<sup>st</sup> my results will be reported for me.